

REQUIREMENTS FOR  
**RECIPROCAL PRINCIPAL CERTIFICATE, PREKINDERGARTEN – 12**  
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

*EXCEPT FOR INDIVIDUALS WHO HOLD A VALID ARIZONA SUPERINTENDENT CERTIFICATE AND HAVE COMPLETED THREE YEARS OF VERIFIED FULL-TIME TEACHING EXPERIENCE, THE PRINCIPAL CERTIFICATE IS REQUIRED FOR ALL PERSONNEL WHO HOLD THE TITLE OF PRINCIPAL, ASSISTANT PRINCIPAL OR PERFORM THE DUTIES OF PRINCIPAL OR ASSISTANT PRINCIPAL AS DELINEATED IN TITLE 15 OF THE ARIZONA REVISED STATUTES.*

➤ **RECIPROCAL PRINCIPAL CERTIFICATE, PREKINDERGARTEN – 12**

*The Reciprocal Principal Certificate is valid for 1 year and may not be renewed.*

**Requirements for the Reciprocal Principal Certificate are:**

1. Completed **Application for Certification**
2. Appropriate fee (See Application for Certification)
3. A photocopy of your valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety (602) 223-2279.
4. A valid comparable principal certificate from another state.
5. A Master's or more advanced degree from an accredited institution. Official transcript(s) must be submitted.
6. Three (3) years of verified full-time teaching experience in grades Prekindergarten – 12. (Please submit a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience.)
7. Completion of a program in educational administration for principals, including at least 30 graduate semester hours of educational administration courses teaching the knowledge and skills described in the Professional Administrative Standards (R7-2-603) to include three credit hours in school law and three credit hours in school finance.
8. A practicum as a principal or two years of verified experience as a principal or assistant principal under the supervision of a certified principal in grades Prekindergarten – 12. (Please submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.)

**♦ Requirements #9 and #10 are required within one year of the date of issuance of this certificate.**

9. One of the following:
  - A. A passing score on the principal or ♦ superintendent administrator portion of the Arizona Educator Proficiency Assessment; -OR-
  - B. A passing score on a comparable principal or superintendent examination from another state; -OR-
  - C. Three years of full-time principal administrative experience during the last valid period of the out-of-state certificate. (Please submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.)
10. Verification of state approved Structured English Immersion (SEI) training. Option A if certified before August 31, 2006. Option B if certified on or after August 31, 2006:
  - A. Verification of one (1) semester hour or fifteen (15) clock hours of state approved Structured English Immersion (SEI) training.
  - B. Verification of three (3) semester hours or forty-five (45) clock hours of state approved Structured English Immersion (SEI) training.

***Individuals who hold an Arizona Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement (Applicants who hold a Full ESL endorsement from another state may apply for an Arizona ESL endorsement). The requirement for a Provisional SEI endorsement may be waived for a period not to exceed one year for individuals who graduate from administrator or teacher preparation programs that are not approved by the Arizona State Board of Education and meet all other applicable certification requirements.***

***NOTE:*** *If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years to fulfill the requirement.*

11. Arizona Constitution (a college course or the appropriate examination).
12. U.S. Constitution (a college course or the appropriate examination).